

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

April 3, 2007

**Aldermen Pinard, Thibault,
Smith, DeVries, Long**

**Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Pinard calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Pinard advises that an Ordinance is to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinance:

“Amending Sections 33.025 and 33.026 (License Enforcement Inspector) of the Code of Ordinances of the City of Manchester.”
4. Chairman Pinard advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinance presented is properly enrolled.
5. If there is no further business, a motion is in order to adjourn.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Sections 33.025 and 33.026 (License Enforcement Inspector) of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Unanimous vote)

Respectfully submitted,

At a meeting of the Board of Mayor and Aldermen

held March 20, 2007 on a motion of Ald. O'Neil

duly seconded by Ald. Pinard the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. B. Bernier

Clerk of Committee

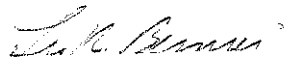
[Signature]
City Clerk
[Signature]

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that:
an Administrative Assistant III position (Grade 14) in the City Clerk's office be reclassified to a License Enforcement Inspector; and further that the License Enforcement Inspector Classification formerly used by the City Clerk be updated with a reduction in Salary from Grade 17 to Grade 15; and for such purpose an ordinance has been submitted for referral to the Committee on Bills on Second Reading.

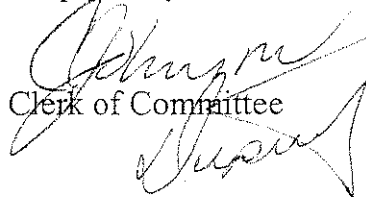
Unanimous vote.

At a meeting of the Board of Mayor and Aldermen
held Feb. 20, 2007 on a motion of Ald. O'Neil
duly seconded by Ald. Pinard the report
of the Committee was accepted and its recommendations
(adopted) (denied)



City Clerk

Respectfully submitted,


Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and

Seven

AN ORDINANCE

“Amending Sections 33.025 and 33.026 (License Enforcement Inspector) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify License Enforcement Inspector, Class Code 1180, from Grade 17 to Grade 15 **non-exempt**

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Reclassify class specification, License Enforcement Inspector, Class Code 1180 (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Draft



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	License Enforcement Inspector
Class Code Number	1180-15

General Statement of Duties

Performs inspection, enforcement and administrative support functions in the area of business licensing within the City Clerk's office; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all business licensing standards are adhered to. The work is performed under the supervision and direction of the License Enforcement and Elections Manager Deputy Clerk of Licensing and Enforcement but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business owners and proprietors and the public. The principal duties of this class are performed in both a general office environment and at various inspection sites throughout the City.

Examples of Essential Work (illustrative only)

- Coordinates the application, issuance and enforcement of licensing activities;
- Investigates complaints relative to business licensing regulations, documents evidence found and takes actions under applicable guidelines to resolve the situation as warranted;
- Advises business owners and the public on the operations and interpretation of licensing activities;

- Prepares information for and gives testimony in court;
- Places appropriate seals on devices and/or licenses as required;
- Reviews and approves or denies all taxicab license applications;
- Coordinates the set-up of election sites City-wide through ensuring all equipment is in place, securing voting machines and ballots after the election and registering voters as assigned;
- **Performs clerical duties for Enforcement Bureau and other superiors as assigned;**
- **Prepares correspondences, reports, lists and other documents as instructed and requested by designated personnel;**
- **Interprets and applies Departmental or office rules, policies and regulations in accordance with procedures and guidelines;**
- **May be required to transcribe or prepare letters, minutes, reports, statements, memoranda, resolutions, budgets financial and statistical tables;**
- **Prepares special reports as required;**
- **Answers department telephone calls, receives and greets visitors to the Department and provides accurate information to or refers callers and visitors to other appropriate Departments or City personnel;**
- **Listens to and directs comments and complaints from the public relating to enforcement/licensing operations and takes appropriate action to resolve and refer such complaints;**
- Maintains thorough and accurate documentation of inspection activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Thorough knowledge of current principles and practices associated with business licensing procedures within a municipality;
- Thorough knowledge of modern office procedures;
- Substantial knowledge of elections procedures;
- Ability to performs inspection based on established City criteria for licensing requirements;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- **Thorough knowledge of modern office procedures, practices and equipment;**
- **Thorough knowledge of modern office filing systems and procedures;**
- **Ability to work in a confidential work environment;**
- **Ability to learn City policies and Departmental rules, procedures, practices and objectives;**
- **Ability to prepare and present accurate and reliable reports containing findings and recommendations;**
- **Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;**
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Public Administration, Business Administration or a closely related field; and
- Some experience in related operations **Three years experience in sales, cold calling, inspecting or related type of work experience; or**
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Maintenance of **Must pass exam to attain certification in drug and alcohol testing during probationary period. Must maintain certification for duration of employment as a License Enforcement Inspector.**
- **May be required to work nights and weekends.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor conditions during on-site inspections;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

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January 26, 2007

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

On behalf of the City Clerk's Office, I am requesting the reclassification of an Administrative Assistant III position, salary grade 14, to License Enforcement Inspector, salary grade 15. The cost for this reclassification is \$569.10 for the balance of the fiscal year assuming the position is filled on March 19, 2007.

This position reports to the Deputy Clerk Licensing and Facilities. For the past several months, we have been recruiting to fill the Administrative Assistant position. When candidates come for the interview and the actual duties of the position are described to them, they are no longer interested in accepting the position. Therefore, it became evident that the title and description of the position were inconsistent with reality and we determined that it would be appropriate to review the position for the purposes of reclassifying it to reflect the actual duties.

Currently there is a class specification for License Enforcement Inspector. It is set at a salary grade 17. That class specification has not been utilized in several years. Some of the duties that were assigned to that class specification have been assigned to the Deputy Clerk Licensing and Facilities. If you will refer to the attached class specification, you will note that we have underlined the duties that are no longer required for a License Enforcement Inspector. We have put new duties in the class specification in bold that reflect what the duties are for this position.

Since higher level duties have been removed from the class specification, the position can no longer support a salary grade 17. Therefore, I am requesting that the proposed class specification for License Enforcement Inspector be approved at a salary grade fifteen (15). I am also requesting that the Administrative Assistant III position be reclassified to the proposed License Enforcement Inspector at salary grade 15.

Alderman Ted Gatsas

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January 26, 2007

The proposed class specification for the License Enforcement Inspector is attached to this letter for your review and consideration.

Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: City Clerk